

# COMPENSATION BOARD DOCKET #21/09

## March 25, 2021

Due to the declared State of Emergency and because of the unique characteristics of the COVID-19 virus making it impracticable and unsafe for the Compensation Board members and necessary staff to assemble in a single location, the Compensation Board is conducting this meeting electronically pursuant to § 4-0.01, paragraph g. of Chapter 56, 2020 Special Session I Acts of Assembly (effective November 18, 2020). The Compensation Board is meeting electronically at this time to continue operations and discharge of the agency's lawful purposes, duties and responsibilities.

### 307-21-09: SHERIFFS & REGIONAL JAILS

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>March 15, 2021 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY21 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices requiring verification. The committee members contacted 116 offices regarding workload. 10 Offices submitted changes for Calendar Year 2020. All other offices contacted reported that the figures previously submitted in the budget request are accurate.</p>		\$0.00	The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of allocation of positions for FY22 budgets.
PRINCE WILLIAM- MANASSAS REGIONAL JAIL	SHERIFFS/ SUPERINTENDENTS	<p>March 18, 2021 Officer requests funding for 69 new positions (55 C7, 10 partially funded, 1 CK, &amp; 3 Admin) allocated to staff the jail expansion project, effective January 15, 2021, and 5 new C7 positions effective February 20, 2021. The facility began housing inmates in the majority of the new section of the facility on March 1, 2021, and will begin housing inmates in an additional 20-person unit on April 5, 2021. A remaining 5 new C7 positions will be requested at a later date when the jail determines a date to open the final new 20-person unit.</p> <p>The Superintendent requests funding for the positions beginning January 15, 2021 and February 20, 2021, in accordance with the provisions of Chapter 56, Item 68, Paragraph D, of the 2020 (Special Session I) Acts of Assembly, which provides for funding up to 45 days prior to opening to allow for the employment of staff for training purposes where budgeted funding exists due to a delay in opening beyond the funded date.</p> <p>Staff notes that funding appropriated for these positions was based upon an opening date of early July, 2020.</p>		\$1,021,999.59	The Compensation Board approved funding for positions effective January 15, 2021 and February 20, 2021, as noted in the request, pursuant to language and funding included in Chapter 56, Item 68, paragraph D, 2020 Acts of Assembly.

## 307-21-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	March 18, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
001	307	Accomack County	3/18/2021	Vacancy Savings	Temporary	\$40,043.53	\$40,043.53
021	307	Bland County	3/15/2021	Vacancy Savings	Temporary	\$17,088.30	\$17,088.30
087	307	Henrico County	3/12/2021	Vacancy Savings	Temporary	\$24,422.17	\$24,422.17
121	307	Montgomery County	3/2/2021	Vacancy Savings	Temporary	\$32,000.00	\$17,000.00
121	307	Montgomery County	3/2/2021	Vacancy Savings	Office	\$0.00	\$15,000.00
165	307	Rockingham County	3/1/2021	Vacancy Savings	Office	\$45,518.75	\$45,518.75
175	307	Southampton County	3/9/2021	Vacancy Savings	Office	\$43,431.67	\$30,000.00
405	307	Albemarle Regional Jail	3/12/2021	Vacancy Savings	Temporary	\$105,699.32	\$105,699.32
455	307	Western Tidewater Reg. Jail	3/16/2021	Vacancy Savings	Office	\$27,852.86	\$27,852.86
460	307	Pamunkey Regional Jail	3/15/2021	Vacancy Savings	Office	\$61,359.68	\$61,359.68
465	307	Riverside Regional Jail	3/15/2021	Vacancy Savings	Office	\$436,315.81	\$436,315.81
475	307	Hampton Roads Reg. Jail	3/16/2021	Vacancy Savings	Office	\$250,213.78	\$230,213.78
475	307	Hampton Roads Reg. Jail	3/16/2021	Vacancy Savings	Temporary	\$0.00	\$20,000.00
480	307	New River Regional Jail	3/17/2021	Vacancy Savings	Temporary	\$375,456.55	\$255,000.00
480	307	New River Regional Jail	3/17/2021	Vacancy Savings	Office	\$0.00	\$120,456.55
485	307	Blue Ridge Reg Jail	3/4/2021	Vacancy Savings	Office	\$118,770.46	\$118,770.46
491	307	Southside Regional Jail	3/17/2021	Vacancy Savings	Office	\$55,069.09	\$55,069.09
492	307	Southwest Va Reg.Jail	3/2/2021	Vacancy Savings	Temporary	\$91,446.54	\$91,446.54
493	307	Middle River Reg. Jail	3/17/2021	Vacancy Savings	Temporary	\$82,823.54	\$74,063.00
493	307	Middle River Reg. Jail	3/17/2021	Vacancy Savings	Office	\$0.00	\$8,760.54
495	307	Meherrin River Reg Jail	3/15/2021	Vacancy Savings	Office	\$392,037.02	\$392,037.02
496	307	RSW Regional jail	3/17/2021	Vacancy Savings	Office	\$95,403.88	\$95,403.88
650	307	Hampton City	3/10/2021	Vacancy Savings	Office	\$231,518.63	\$231,518.63
700	307	Newport News	3/19/2021	Vacancy Savings	Office	\$289,539.47	\$289,539.47
760	307	Richmond City	3/1/2021	Vacancy Savings	Office	\$636,449.55	\$636,449.55
		<b>Totals</b>				<b>\$3,452,460.60</b>	<b>\$3,439,028.93</b>

## 772-21-09: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE	COMMONWEALTH'S ATTORNEY	February 24, 2021 Officer requests an exception to the Substitute Prosecutor 60-day reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board after the 60-day reimbursement period.		\$25.99	Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
003	772	Albemarle County	Jeffrey W. Haislip	12/14/2020	Shawn Douglas Gowans	\$25.99

COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	March 25, 2021 – Staff requests to correct the Dates of Selection for Assistant Attorneys who have been submitted for participation in the Career Prosecutor Program.  Officer's staff who submit the Budget Requests, were not aware of what the Dates of Selection should be.	\$0.00	Compensation Board approved corrections to Dates of Selection as an exception to policy, based upon specific conditions as stated by the Officers and noted by staff. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
093	Isle of Wight County	Patrick Clark	00006	ATTI	12/01/2019	2022	2021	Date Correction Only
141	Patrick County	Dayna Bobbitt	00004	ATTI	04/15/2020	2022	2022	Date Correction Only

COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	March 16, 2021 Officer requests to include the listed Assistant Commonwealth's Attorney in the FY22 Budget Request as eligible to participate in the Career Prosecutor Program. The Assistant Commonwealth's Attorney was previously employed in the Loudoun County Commonwealth's Attorney's office and qualified in FY21.	\$0.00	Compensation Board approved inclusion of this Assistant Commonwealth's Attorney among other attorneys for consideration as meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
510	Alexandria City	Meredith Burke	00004	ATTI	02/01/2020	2022	2021	Omitted in Error

## 772-21-09: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE	COMMONWEALTH'S ATTORNEY	February 24, 2021 Officer requests in accordance with §15.2-1606, to reimburse the County of Albemarle for Defense Counsel at \$3,913.50.		\$3,913.50	The Compensation Board approved reimbursement of \$3,913.50, in accordance with §15.2-1606, <u>Code of Virginia</u> .

## 773-21-09: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' WORKLOAD AUDIT, COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERK	<p>March 8, 2021 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY21 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of fifty percent or greater from data reported in prior years. One hundred twenty one (121) offices were contacted, one hundred twenty one (121) Clerks responded, and sixteen (16) clerks sent corrections, none of which had a correction to a previous year's workload data.</p> <p>The Audit Committee additionally noted the workload definitions were last revised 3/27/13 and staffing methodology appears to have been last revised in 2006, and therefore the committee has suggested a review of the workload definitions and the staffing methodology associated with them. However, the committee notes that all workload items included in the staffing methodology remain relevant.</p>		\$0.00	<p>The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY22 budgets.</p> <p>The Compensation Board acknowledges the comments of the Committee related to updates to workload definitions and staffing methodology, and requests that staff identify a potential timeline for review.</p>

## 773-21-09: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 15, 2021 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Career Development Program audits.</p> <p>The following officers have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Charlotte County</li> <li>• Grayson County</li> <li>• Powhatan County</li> <li>• Richmond City</li> </ul> <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee recommends the following amendment to the Circuit Court Clerk's Career Development program. Amendment appears in bold italic.</p> <p><u>Financial Management</u>, the most recent audit by the Auditor of Public Accounts or of a CPA firm engaged to complete the fiscal year audit of the locality's Circuit Court Clerk pursuant to §15.2-2511 of the Code of Virginia reported no findings of material weakness under direction of the Clerk during the Clerk's term of office or internal control shortcomings in the prior year's report during the Clerk's term of office that are repeated in the current audit report. <b><i>A repeat finding is defined as a finding that was identified in the previous independent audit for which a corrective action has not been completed as planned.</i></b> The Clerk must have two consecutive audits with both audits being completely within the Clerk's term of office.</p> <p><u>Comment:</u> This amendment addresses the difference between "repeat" and "recurring" findings: Repeat findings result from the breakdown of a management system or control, whereas recurring findings are mostly isolated occurrences that can happen in the best of programs. It is important for purposes of Career Development that certified Clerks be penalized for willful and knowing violations and are not punished or sanctioned by the repeat classification when the controlling system is otherwise fully implemented and effective.</p>		\$0.00	<p>The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.</p> <p>The Compensation Board deferred action on the request of the Committee until the next regular board meeting.</p>

## 773-21-09: CIRCUIT COURT CLERKS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 15, 2021 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Fluvanna County</li> <li>• Henry County</li> <li>• James City County</li> <li>• King and Queen County</li> <li>• Loudoun County</li> <li>• Pulaski County</li> <li>• Smyth County</li> <li>• Spotsylvania County</li> <li>• Virginia Beach City</li> </ul> <p>Staff notes that the Circuit Court Clerks' Career Development Audit Committee recommends the following amendments to the Deputy Clerks Career Development Program. Amendment appears in bold italic.</p> <p><u>Minimum Length of Service.</u> The minimum length of service necessary to be considered for selection is three (3) years as a Deputy Clerk or comparable <b><i>service with at least two years of continuous current service</i></b> in the office in which appointment is sought.</p> <p><u>Comment:</u> This acknowledges the mobility of the modern workforce and the portability of deputy clerk work skills. The Committee recognizes the value of hiring experienced deputy clerks from other clerks' offices and believes these employees should not be required to wait three years for eligibility to enter the Career Development Program (like a new hire with no previous experience).</p> <p>The requested two-year period is compatible with the Job Performance requirements for candidates: The deputy shall not be considered for selection if any job performance objective in the two most recent rating periods has been noted below average or below satisfactory performance.</p>	\$0.00	<p>The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.</p> <p>The Compensation Board approved the requested change to the Deputy Clerks' Career Development Program provisions related to minimum length of service, and requests that staff make the corresponding updates in program materials.</p>

## 771-21-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMISSIONER OF THE REVENUE	March 17, 2021 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
069	771	Frederick County	3/17/2021	Rhonda Greenfield	00004	MDII
735	771	Poquoson City	3/9/2021	Jeffrey Sylvia	00004	MDII

FREDERICK COUNTY	COMMISSIONER OF THE REVENUE	March 17, 2021 Officer requests Board approval for the following certified deputy to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. This deputy was erroneously omitted from the FY22 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
069	771	Frederick County	3/17/2021	John Ziercher	00001	DI

COMMISSIONERS OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>March 11, 2021 The Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY22 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 119 Commissioners' offices appearing to have workload data discrepancies; all 119 offices responded with verifications and/or corrected workload data, which included 77 change requests for Calendar Year 2021 and 8 localities that had no variances out of range.</p>	\$0.00	The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY22 budgets.
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## 771-21-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>March 22, 2021 - Per the Provisions of Chapter 1289, Item 71 of the 2020 Acts of Assembly, 4 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2021 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 65 Commissioners currently funded for participation have recertified as of February 1, 2021.</p> <p>Of the 4 newly certifying Commissioners, all were found to fully meet the requirements for the Career Development Program. A total of 69 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2022.</p> <p>(The COR Career Development Audit Committee has randomly audited 11 offices and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>March 20, 2021 - Per the Provisions of Chapter 1289, Item 71 of the 2020 Acts of Assembly, 81 Deputy Commissioners currently unfunded for participation have been certified by their officer by February 1, 2021 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, and 177 Deputy Commissioners have been recertified as of February 1, 2021.</p> <p>Of the 81 newly certified Deputy Commissioners, all were accepted. Of the 177 Deputy Commissioners already meeting the requirements, all were accepted. A total of 258 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2021.</p> <p>(The COR Career Development Audit Committee has randomly audited 16 deputies and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.



## 771-21-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTMORELAND COUNTY	COMMISSIONER OF THE REVENUE	<p>March 5, 2021 - Acting Officer requests additional Temporary Funding in the amount of \$3,340.67. This is equivalent to the current salary of position 00004 DII budgeted at \$10,022 from March 1, 2021 to June 30, 2021. The election will be held on November 2, 2021.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00004 DII is not vacant during the period in which she is the Acting Commissioner of the Revenue; consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.

## 774-21-09: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURER	<p>March 25, 2021 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program for the first time this year.</p>		\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
005	774	Alleghany County	2/22/2021	Juanita Williams	00003	DIII
005	774	Alleghany County	2/22/2021	Jessica Givens	00004	DII
013	774	Arlington County	3/4/2021	Stephanie Shea	00040	CDI
001	774	Accomack County	2/22/2021	Gina Brunk	00004	DI
710	774	Norfolk City	2/25/2021	Demetre Bazemore	00012	DIII
840	774	Winchester City	3/1/2021	Brenda Ramey	00005	CTII
095	774	James City County	3/1/2021	Holly Andrews	00007	DI

## 774-21-09: TREASURERS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURER	March 25, 2021 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY22 Budget Request. They are currently Master Deputy certified and are applying for recertification and request to maintain the Master Deputy status.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2021.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
051	774	Dickenson County	2/22/2021	Gloria Brooks	00003	MDIII
051	774	Dickenson County	2/22/2021	Shana Hill	00004	MDIII
683	774	Manassas City	2/25/2021	Dustin Burgess	00002	MDI

TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURERS	<p>March 16, 2021 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY21 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 125 Treasurers' offices appearing to have workload data discrepancies; 123 offices responded with verifications and/or corrected workload data, which included 46 change requests for Calendar Year 2020, 14 change requests for Calendar Year 2019, and 3 change request for Calendar Year 2018. 2 offices did not respond.</p>	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY22 budgets.
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## 774-21-09: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 25, 2021 - Per the provisions of Chapter 1289, Item 74 of the 2020 Acts of Assembly, 9 Treasurers currently unfunded for participation have certified by February 1, 2021 that they meet the minimum requirements of the Compensation Board Treasurers' Career Development Program, and 68 Treasurers currently funded for participation have recertified as of February 1, 2021.</p> <p>Of the 9 Treasurers who are currently unfunded, all 9 were found to fully meet the requirements for the Career Development Program. A total of 77 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2021.</p> <p>(The TAV Career Development Audit Committee has audited a random 9 offices and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 20, 2021 - Per the provisions of Chapter 1289, Item 74 of the 2020 Acts of Assembly, 43 Deputy Treasurers currently unfunded for participation have been certified by their officer as of February 1, 2021 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 199 Deputy Treasurers currently funded for participation have recertified as of February 1, 2021.</p> <p>Of the 43 newly certified deputies, all were found to fully meet the Career Development Program requirements. A total of 242 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2021.</p> <p>(The TAV Career Development Audit Committee has audited a random 31 deputies and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY22 budget allocation packages by May 1, 2021.

## OTHER MATTERS

### NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #21/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday April 22, 2021 at 10:00 a.m. and Thursday May 27, 2021 at 10:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Tuesday, April 13, 2021 at 10:00 a.m., to be conducted in a virtual format.	N/A	Confirmed.
4.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held virtually this year and is scheduled May 11-12, 2021. Registration is open and approximately 200 attendees are anticipated.	N/A	Noted.
5.	FY22 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY22 preliminary draft budget allocations, pending legislative budget action.	N/A	Noted.
6.	TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<p>Collections: FY21 collections for July through February totaled \$6,494,263.98, an increase of 34.25% compared to the same period of collections in FY20.</p> <p>Expenditures: FY21 year-to-date Clerk's expenditures through 2/19/21 totaled \$2,229,348.98 or 31.82% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY21 TTF total collections would be approximately \$9.74 million, an increase of 32.22% compared to FY20 collections.</p>	N/A	Noted.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #21/09**  
**March 25, 2021**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.**  
**(\_\_\_\_\_ seconded the motion.)**

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: March 25, 2021  
Time: 10:00 a.m.  
Location: Compensation Board Electronic Meeting by Conference Call  
+1 617-675-4444; PIN: 953 442 757 9030#  
+1 540-835-0288; PIN: 228 736 806#

Members: Tyrone Nelson, Chairman (present)  
Craig Burns, Ex Officio member (present)  
Staci Henshaw, Ex Officio member (present)

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